



CITY OF KETTERING
Planning and Development Department

PLANNING COMMISSION

INSTRUCTIONS: For Making Application to the Planning Commission

1. This Planning Commission application is to be filed with the Department of Planning and Development, City of Kettering Government Center, 3600 Shroyer Road, Kettering, OH 45429. Full applications with a properly signed application form may be submitted electronically at www.ketteringoh.org.
2. The required filing fee shall be in accordance with the City of Kettering Schedule for Permits, Inspections, Certificates and Fees payable at the time of application.
3. Attach the following information to the form:
 - a. All required exhibits in electronic pdf format. One (1) paper copy of the required exhibits, drawn to scale may be submitted if electronic is not available. This application is not considered Complete until all required exhibits are filed as required.
 - b. Any supplemental information which would be helpful to the reviewing body in making its decision.
4. The person making this application must sign at the end of this application for this form to be complete. If the applicant is not the property owner, than a separate Appointment of Agent Form must accompany this application. The Appointment of Agent form must include the notarized signature of at least one of the owners of the property that is subject to the submitted application.

Your application will be assigned a case number, and you will be advised in writing as to the date your case is scheduled for a hearing before the Board of Zoning Appeals.

A completed application form and all required exhibits must be filed before the application deadline to be considered a Complete Application. The Planning Commission meetings are held on the first or third Monday of each month. The City of Kettering reserves the right to postpone the public hearing if the application is incomplete or if there are not sufficient cases or a quorum does not exist.



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APPLICATION FOR PLANNING COMMISSION

Date Filed: _____

Location: _____

Requested Action: _____
Description: _____

APPLICANT INFORMATION

Applicant Name: _____
Business Name: _____
Phone 1: _____
Phone 2: _____
Applicant Address: _____

Property Owner: _____
Business Name: _____
Phone 1: _____
Phone 2: _____
Address: _____

Agent for Property Owner Name: _____
Business Name: _____
Phone 1: _____
Phone 2: _____
Address: _____

FILING FEE

Fee: \$ _____
Paid: \$ _____
Balance: \$ _____

